

Oneida County Buildings & Grounds Committee Meeting
October 3, 2016
Minutes

Committee Members present: Billy Fried, Bob Metropulos and Scott Holewinski. Lance Krolczyk excused.

Department Staff: LuAnn Brunette (Facilities Director) and Troy Huber (Assistant Facilities Director).

Others Present: Dan Gleason (LRES), Daleth Mountjoy (Northwoods River News),

Call to order

Chairman Fried called the meeting to order at 9:30 a.m. and noted the meeting was properly posted.

Return to open session/Announcements from Closed Session

Fried noted this agenda item was a scrivener's error.

Approve agenda

Motion to approve the agenda by Metropulos/Holewinski. All ayes; motion passed.

Approve minutes from September 6 and September 12, 2016 committee meeting

Motion to approve of the minutes from the September 6 and September 12, 2016 committee meetings as presented by Fried/Metropulos. All ayes; motion passed.

Bills, vouchers, blanket purchase orders, line item transfers

Brunette reported 2 doors at the courthouse and 2 doors at the LEC were replaced as part of the previous year's CIP and were being paid for now because 1 door was rejected and then reinstalled. Fried questioned Huber regarding the tracking of warranty information and expressed his concern that information was being organized for future reference. Holewinski questioned if expenses were being tracked so that comparisons could be made. Brunette reported Grumman/Butkus will return to do testing on the retro-commissioning and will provide documents to show that they are staying at those levels. Motion to approve the bills, vouchers, blanket purchase orders, and line item transfers as presented by Holewinski/Metropulos. All ayes; motion passed.

Updates/action on Buildings & Grounds projects/activities

- a. **Replacement of high-speed garage door at law enforcement center**
Brunette reported the replacement did not go without hiccups but it is installed and operating noting the door was shipped with the wrong bearings but were replaced onsite. Fried questioned recommended maintenance. Huber reported staff is taking care of maintenance.
- b. **Law enforcement center retro-commissioning**
Brunette reported retro-commissioning is taking place onsite and she and Grumman/Butkus are still working with Corp Counsel for the development of bid specs for the boilers and LED lighting. Huber updated the committee reporting they were exchanging all of the panels and actuators working steadily for 3 weeks but have not programmed the computers yet. Huber reported the office area was pretty much done but they are waiting on the boilers and noted staff was learning the system. Brunette reported the new Maintenance Tech began that morning and they were now fully staffed again.

c. Jail shower re-coating project

Brunette reported she had been working with Keith Fabianski and Mark Neuman to try to build specs for the product that they want and she was working with Corp Counsel to develop into a biddable form. Tom Wiensch reviewed and came to the conclusion if they wait until 2017 they will not be subject to paying the prevailing wage rate so they are checking to see if the previous bid was based on prevailing wage or not. The product spec'd out by the Sheriff's Department was not the newest, best product which had subsequently been developed; samples had been requested to be certain it was what they want to use. Brunette added they talked to other counties regarding their experiences with those products adding they are moving forward but there may be a benefit to waiting until 2017.

d. Law enforcement center radio room fire suppression

Brunette reported they had gotten pricing a few years ago but lost funding, however, it was approved as a CIP for this year. Brunette stated they have tried to get other firms to price but they do not want to because it is a Simplex panel. So once the bid is received from Simplex they will try to determine if the terms and conditions are negotiable, however, in the past they were not. Brunette asked if the committee would want to proceed if they were not negotiable so they would not lose funding. The committee discussed the level of bonding necessary for the project. Brunette stated it was a standard contract but she would check on the amount. Huber stated the system uses waterless agent and is responsible for closing off the fresh air. Brunette added the purpose of the system was to prevent damage to the equipment. Fried directed Brunette to proceed with the bid from Simplex and bring it back to committee and research the bonding to open up to independents noting in this case the problem is no one wants to tie into their proprietary system. Holewinski asked if they should consider a different panel. Brunette stated they got quotes after she started in her position and other companies were more expensive so the committee opted to stay with Simplex.

e. IT WiFi project

Brunette reported staff had been pulling wire; out of approximately 40 runs about 9 runs were left on the 1st floor which should be done by end of that week.

f. UW leased space/workplace environment

Brunette reported at an Administration Committee meeting she was asked to put together the possible cost to relocate the offices. Lynn Feldman has been looking at available spaces; Joe Brauer had contacted realtors in the area about renting out airport space and asked about potentially relocating any offices from the courthouse to the airport, however, the county offices in the courthouse are there because the office is tied to the courts or other departments adding Brauer had also checked but there are no city offices that would want to either. Pete Tenderholt, Ron Scoggins, Kyle Zastrow, and Jeff Weir have all said there is an overabundance of office space in area and the space is not likely to rent. Brunette reported she had also contacted Mark Pelletier, the City Finance, Wage & Salary Committee chair who indicated if the airport was unable to cover the expense the county and the city would be responsible for the \$40,000 split on a 50/50 basis. Currently the space the UW is leasing is 3,713 sq. ft. including the conference room. They are looking at space of approximately 2,000-3,000 sq. ft. including 3 properties on North Stevens Street, 1 on Old Hwy 8 Rd, and 1 7,000 sq. ft. property on Lincoln Street with rents ranging between \$29,900 and \$54,000 annually adding they could sublease part of the Lincoln Street property but would then be in direct competition with private people who have property for lease. Brunette reported the following estimated cost associated with moving the office:

- Although she did not have the number yet, she would estimate approximately \$5,000 to move the equipment

- Computer and phone relocation; based on estimates from IT, a onetime cost of \$2,500 to \$10,000 depending upon the building wiring and the availability of Charter
- Relocation of signs; staff could do, however, if in a location that requires news signs could be up to \$5,000
- Utilities up to \$12,000 depending upon square footage and how well it is insulated
- Snow removal and sidewalks; plowing is mostly included but snow removal from sidewalks is not and will need to be provided possibly requiring additional staff including the cost of salt, sand and labor
- Grounds maintenance is site dependent
- Janitorial and supplies expenses are covered under the current lease. Brunette estimated cost to clean from \$10,200 up to \$30,000 annually for the 7,000 sq. ft. space.
- Landlord would remodel but then require a long term lease; if remodeled there would be potential for odor sensitivity issues
- Refuse collection approximately \$3,000/year which is covered in current lease
- Security monitor system similar to all other county buildings; approximately \$20,000 with an additional \$1,000/year for additional card or updates to the system. Brunette added there is video surveillance and security at the airport
- County Clerk has not reported back on the difference of the cost of insurance for county/municipally owned versus a privately owned structure.
- County's share of Airport expenses of approximately \$20,000 based on loss of \$40,000 rent revenue.
- Potential additional cost associated; ADA compliant with fire and CO2 alarms to code.

Brunette reported she had reviewed an additional location at 108 E. Davenport, formerly housing Sand Creek Consultants but it is considered too small. Fried requested that additional properties outside of Rhinelander be considered. Brunette reported she had contacted the Minocqua town office to see if there was any space available but none was large enough; the town clerk told Brunette she would notify her if there were any other spaces available. Fried stated if the space is vacated there may be an opportunity to promote a business incubator rather than sit vacant. Brunette updated the committee that an engineering firm had been found to come and complete a study, funded by the state, and they would be here on that Friday to walk through the facility. Brunette stated she and Troy Huber will meet with and talk to group about their findings. Brunette reported she would be attending the UW session of the Budget Hearings and it may be discussed again when the B & G budget is discussed because the lease has gone through their budget.

Request to waive vacancy review process for cleaning technician position

Brunette reported they had received written notification from John Schuette that he will be retiring at the end of the year. Lisa Charbarneau had recommended starting the request process to have the vacancy review waived so the position can be filled upon his departure. Brunette reported she had completed the vacant position analysis, discussed pay grade and job description, and informed the committee if approved it would go on to Labor Relations. Motion to waive the 6 month process and approve the vacancy review on the Cleaning Technician as presented by Fried/Metropulos. All ayes; motion passed.

Non-budgeted item requests

None

Public comment

None

Items for next agenda

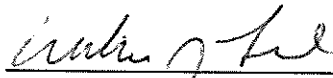
Land & Water Conservation request for GPS unit using LWC department funds.

Future meeting date


Monday, November 7, 2016 at 9:30 a.m.

Adjournment

Motion to adjourn at 10:19 a.m. by Metropulos/Holewinski. All ayes; motion passed.



Billy Fried, Chair



Dan Gleason, Recording Secretary